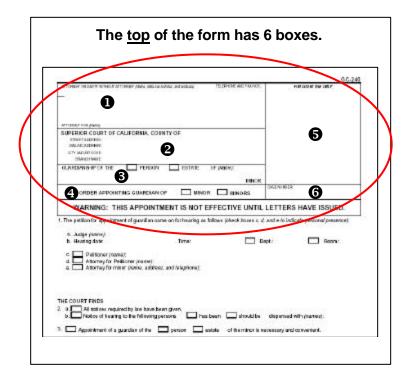


### FORM GC-240 INSTRUCTIONS

ORDER APPOINTING GUARDIAN OF MINOR (GC-240)

Tips for completing Court forms, Click here

### Filling out the Caption on your form



Fill out the caption boxes as follows:

- "Attorney or Party without Attorney" if you do not have an attorney, fill in your name, address, and telephone number.
  - "Attorney For (Name)" If you do not have an attorney, write "In Pro Per" (which means that you are representing yourself).
- "SUPERIOR COURT OF CALIFORNIA, COUNTY OF" – write the name of the County where you are filing your case. Click here for location of courts
- **3** Check the box "Person" or "Estate of" and write the full name of the minor (child).
- Check the box "Minor" (one child) or "Minors" (Two or more children)
- **5** "For Court Use Only" Leave blank.
- **6** "Case Number" Write in the case number.

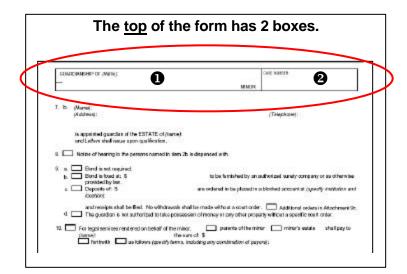
#### The Order

This is the court order that describes the <u>guardianship</u>. This order can be enforced by the police or sheriff's department—but only after the court has issued the <u>Letters</u>. You can get the Letters from the court clerk.

- **1.** Print your name.
  - a. Leave blank.
  - **b.** Leave blank.
  - **c.** Print your name.
  - **d.** Leave blank.
  - e. Leave blank.
- **2. a.** Leave blank.
  - **b.** Leave blank.

- **3.** Check the first box and either "person" and/or "estate."
- Leave blank.
- **5.** Leave blank.
- **6.** Leave blank.

# At the top of page 2, GC-240



Fill out the caption boxes as follows:

- **1** "Check the box "Guardianship" and write in the child's full name.
- **2** "Case Number" Write in the case number.

- **7. a.** Fill in the name, address, and telephone number of guardian, and the minor's name.
  - **b.** Leave blank.
- 8. Leave blank.
- **9.** a. Check this box if this is a guardianship of the person only.
  - **b.** Leave blank.
  - c. Leave blank.
- **10.** Leave blank.
- **11.** Leave blank.
- 12. Leave blank.

- **13.** Leave blank.
- **14.** Leave blank.
- **15.** Leave blank.
- **16.** Leave blank.
- 17. Leave blank.

# Do not sign or date this form!

The signature line should be left blank for the court clerk or judge to complete.